# State of Kansas
## Using the *KS_AP_OUTSTANDING_CHECKS* Query
### *Statewide Management, Accounting and Reporting Tool*

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| **Date Created:** | 2/21/2014 |
| **Version:** | 1.0 |
| **Last Updated Date:** | 2/21/2014 |
| **Purpose of the Query:** | This query ***provides the agency with a listing of Outstanding or Unreconciled checks with the Voucher # and funding information.***<br><br>The use of the '%' (wildcard functionality in SMART) allows for the inclusion of **all** criteria within the **Search criteria** section.<br><br>**For Example**: All Funds within a Business Unit or all Department IDs within a Business Unit.  Remember, it is better to be specific  with your selection criteria to narrow the results.<br><br>**The query results include:**  Check Number, Payment Date, Payment Amount, Vendor ID, Vendor, Line Amount, Business Unit, Voucher, Voucher Line, Distrib. Line, GL Business Unit, DeptID, Fund, Budget Unit, Program Code, Account, Pay Status, Reconciliation Status, Accounting Date,  and Mail Handling Code.<br><br>**Please note:** Because more than one Voucher and /or more than one Voucher Line may be associated with a payment, Check Number, Payment Date, and Payment Amount may be replicated. The sum of the Line Amounts will equal the Payment Amount. |
| **Query parameters:** | <ul><li>Although you **MUST** enter the **Business Unit**, **From Payment Date**, and **To Payment Date** to return results, the remaining parameters allow for the seletion of specific criteria.</li><li>The use of the '**%**' wildcard in these fields allows the query to expand the results on the other parameters.</li></ul> |

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| | • When '**Excel**' is selected for query results, the resulting data may be manipulated and sorted . |
| **Prompt Values:** | **Required *Prompt Values*:**<br><br>• **Business Unit** (Agency Business Unit)<br>• **From Payment Date** (Beginning Date of range)<br>• **To Payment Date** (Ending Date of range)<br>• **Department ID**(% must be entered if not using a specific data value)<br>• **Fund**(% must be entered if not using a specific data value)<br>• **Budget Unit**(% must be entered if not using a specific data value)<br>• **Progam**(% must be entered if not using a specific data value)<br>• **Mail Handling Code** (% must be entered if not using a specific data value) |
| **Result Sorts:** | **The query results are displayed, sorted in the following order:**<br><br>1. Check Number<br>2. Business Unit<br>3. Voucher<br>4. Voucher Line<br>5. Distrib. Line |
| **Security:** | **Security Role Access**: Only those individuals assigned the following security access roles will receive results from this query:<br><br>• KGL_KS_GL_VIEWER<br><br>**Business Unit Access**: Business Unit Security is applied |

| 1. | Navigation:<br><br>From the **Home** page in SMART, on the left navigation menu, click on '**Reporting Tools**', then click on '**Query**', then click on '**Query Viewer**'.<br><br>On the '*Query Viewer*' page:<br><br>*Search By** field: Select the option of '**Query Name**'.<br><br>**Begins with** field: Enter the name of the query. In this case, enter: *KS_AP_OUTSTANDING_ CHECKS*<br><br>Click the **'Search' button**.<br><br>**NOTE**: Unless the 'From' and 'To Payment Date' range is very small, scheduling the query will be the better choice to avoid the query from timing out. Please refer to the Scheduling a Query Job Aid that can be found in the Reporting Section of the SMART website. | **Query Viewer**<br>Enter any information you have and click Search. Leave fields blank for a list of all values.<br><br>**\*Search By:** Query Name ▾ begins with KS_AP_OUTSTANDING_CHECKS<br><br>Search |
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| 2. | In the **Search Results section** on the '*Query Viewer*' page:<br><br>Select the **'Excel' link**. | **Search Results**<br>*Folder View: -- All Folders --  ▾<br>Check All   Uncheck All   **\*Action:** Rename Selected ▾  Go<br><br>| Query | | | | Customize \| Find \| View All \| 🎞 | First ◀ 1 of 1 ▶ Last |<br>| Select | Query Name | Descr | Owner | Folder | Edit | Run to HTML | Run to Excel | Schedule |<br>| ☐ | KS_AP_OUTSTANDING_CHECKS | Query shows Unreconciled Check | P | | | | Excel | Schedule |<br><br>Find an Existing Query  \|  Create New Query |

*Using the KS_AP_OUTSTANDING_CHECKS Query*
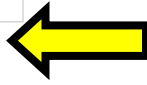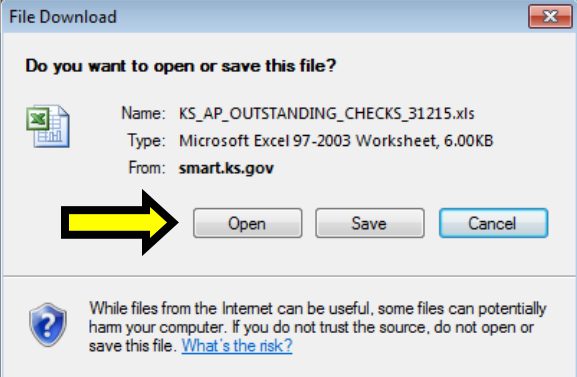
| 3. | Clicking the **'Excel' link** opens the *specific Query page* in a new window.<br><br>Enter the desired *prompt values*:<br><br>***Please refer to the prior 'Query Parameters section of this document' when entering data in this page.***<br><br>**<u>For example:</u>**<br><br>**Bus Unit**: Enter your agency's Business Unit number.<br><br>**From Payment Date**: Enter the beginning date for the date period.<br><br>**To Payment Date**: Enter the end date for the date period.<br><br>**Department ID, Fund, Budget Unit, Program, or Mail Handling Code:** Enter either a specific data value, or enter a "%" wildcard (to retrieve all values for the field).<br><br>Click the **'View Results'** button. | **KS_AP_OUTSTANDING_CHECKS - Query shows Unreconciled Check**<br><br>Business Unit:<br>From Payment Date:<br>To Payment Date:<br>Department ID(%):<br>Fund (%):<br>Budget Unit (%):<br>Program (%):<br>Mail Handling Code(%):<br>View Results<br><br>| Payment Date | Voucher | Unit | Dept | Fund | Bud Unit | Program | Amount | Pay Status | Status | Reference | Acctg Date | Method | Handling | |
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| 4. | A **message window** appears.<br><br>Click the '**Open**' button. |  |
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| 5. | The query results are displayed in **Excel** in a new window. | <br><br>**Note**: Only a selection of the query results are shown here. |
| **NOTE:** | | If desired, you can also select the **"HTML" link** on the '*Query Viewer*' page. This will display the query results online directly in SMART. You can then select the **"Excel" link** from that page to export the query results in to an *Excel* worksheet. |